

**Divorce Part 2**  
**DEFAULT DIVORCE (by publication) WITH MINOR CHILDREN**  
**MILWAUKEE COUNTY**

**FILING FEES**

- \$5.00

**FORMS AND COPIES NEEDED**

- **Proof of Service of Summons and Petition on Respondent**
  - Affidavit of Attempted Service
  - Proof of Publication
  - Copy of Certified Mail Return Receipt
  - Publication Affidavit of Mailing
- **Financial Disclosure Sheet** – for petitioner, fully completed (*original only*)
- **Proposed Marital Settlement With Minor Children** – (*original and 3 copies*)
- **Parent Education Completion Certificate** (*original or copy only*)
- **Affidavit of Non-Military Service** – notarized signature required (*original only*)
- **Divorce/Annulment Worksheet** (AKA Vital Stats Form) – This form is not required for Legal Separation.
- **Findings of Fact, Conclusions of Law, & Judgment With Minor Children** – fully completed (*original and 2 copies*)
- **Two large (8 ½ by 11) envelopes** – one addressed to each party with 4 stamps on EACH envelope
  - *Envelopes with stamps may be purchased in Legal Resource Center*

**HOW TO FILE THE MOTION, & SCHEDULE A COURT DATE**

1. **Room 104 – Clerk of Courts**
  - Pay \$5.00 fee and add receipt to papers.
2. **Room 707, Family Court Commissioner's Office**
  - File all documents with the Paralegal. **The Hours the paralegal is available to help you are: Monday through Friday 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 4:00 p.m.**
  - PLEASE NOTE: Call ahead (278-4407) to ensure that a paralegal will be available at the time you plan on coming to the courthouse.

**ATTENDING YOUR COURT HEARING (arrive early, dress nicely, act respectfully)**

- Bring any information that is incomplete in papers (account numbers, updated pay stubs, Social Security numbers, etc.)



This document was created by the  
**MILWAUKEE JUSTICE CENTER**  
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